

Exhibitors' Guide to Brunei Education UK 2017 Exhibition

**24 January, 9.30am to 12nn,
Auditorium, Maktab Duli Pg Muda Al-Muhtadee Billah**

**25 January, 2pm to 7pm,
Indera Samudra Grand Hall
The Empire Hotel and Country Club**

Brunei Darussalam

Important Contacts

British Council Support Team

Jennifer Wan, Ms

Head, Education Services
British Council, Malaysia
T +60 (0)3 2723 7955

Nurizwan Ahmad, Mr

Education and Society Programmes Officer
British Council, Malaysia
T +60 (0)3 2723 7956

Cecile Dasal Portillo, Mrs

Education Promotion Officer
British Council, Brunei
Phone: +673 2362240
Mobile: +673 8735302
Email: Cecile.dasal@britishcouncil.org.my

Mohammad Farhan bin Murni

Event Assistant
British Council, Brunei

Claire Farnsworth

Account Manager Exhibitions (East Asia)
British Council Services For International Education Marketing
Phone: +44 (0)161957 7508
Email: Claire.farnsworth@britishcouncil.org

Exhibition Schedule

Tuesday, 24 January

Auditorium, Maktab Duli Pg Muda Al-Muhtadee Billah Auditorium

8:15 – 8:30	Lobby , Main Building, The Empire Hotel and Country Club Assembly point for coach transport
8:30 - 9:30	Transport to Maktab Duli PMAMB Set up materials/display
9.30 – 12:00	Exhibition opens to the students
10:00 – 12:00	Light refreshments will be available inside the hall
13:30 – 14:15	Seminars (please refer to seminar schedule below)
12:00 – 13:00	Exhibitors clear materials/display
13:00 – 14:00	Transport back to The Empire Hotel & Country Club

Note: Agents are unable to accompany or represent you at the school fair.

Wednesday, 25 January

Indera Samudra Grand Hall, The Empire Hotel & Country Club

09:00 – 12:00	Collect name badge and stand set up materials/display
11:30 – 12:30	Market Briefing (at Seminar room)
12:30 – 14:00	Light refreshments is served at the Exhibitors' Lounge
14:00 – 19:00	Exhibition opens to the public
15:30 – 18:30	Seminars (please refer to seminar schedule below)
19:00 – 20:00	Exhibitors clear materials/display

Note: Agents / alumna are not allowed to the market briefing.

Exhibitor's Notes

Exhibition set-up and tear-down

Materials Delivery

If you have sent all your materials via DJG services and labelled the ones for Maktab Duli it will be delivered directly to your stand at the school fair.

If you have made your own courier arrangements (i.e. not through DJG) please contact mdheunit@gmail.com or kathlyn.Balanguit@theempirehotel.com to check if materials has been received.

Please note that it is **table & chairs format** so bring **pull-up banners** for both venues.

Exhibitors may set up their stand in Indera Samudra Grand Hall, The Empire Hotel, on:

- Wednesday, 25 January 2017 between 09.00 – 13.00**

Exhibitors will be required to take down their displays on:

- Wednesday, 25 January 2017 between 19.00 – 20.00**

DJG will be at hand to assist with sending any freight to the next destination.

Name Badges

You may collect your name badge on **Wednesday 25 January 2017** during the setup. Please use the name badge during the event. For recycling purposes, please return your name badge to any British Council staff before you depart.

Stand Allocation

Each participating institution will be provided a table and four banquet chairs. Additional chairs may be requested at no extra cost.

Photocopying and Fax Services

Photocopying will be available at no charge to all exhibitors next to the British Council counter. Local and overseas transmissions can be done at the Business Centre located at the **Main Building, Empire Hotel**. Payment can be settled in cash or personal account.

Internet Connectivity in the Hall

We have negotiated a special rate with Empire Hotel for WiFi services for our usage on the exhibition day. Please check with a British Council staff for the username and password.

Refreshment area

The Exhibitors' Lounge is located within the exhibition Hall near the Visitors' Survey area. Light lunch will be served from 12.30 and snacks from 15.00 – 19.00. Bottled mineral water will be delivered to each stand.

A computer with internet access and a printer and scanner will be available in the lounge.

Seminar Schedule

Tuesday, 24 January Auditorium, Maktab Duli PMAMB

10:30 – 11:15	Medicine - where will we be in 20 years? Presenter : Dr David Morgan, Keele University Venue : Room
10:30 – 11:15	Differences between living in London and Sheffield as an international student Presenter : Elizabeth George, Cardiff University Venue: Lecture Theatre

Wednesday, 25 January Hall 1, Indera Grand Hall, The Empire Hotel

15:30 – 16:15	Personal Statements: What are UK Universities looking for? Presenter : Sarah Beech, Keele University
16:30 – 17:15	How to Choose the Right Course Presenter : Francine Dawson, King's College London
17:30 – 18:15	Financing Your Future Presenter : Hannah Legg, UCL

List of Institutions

	INSTITUTION 25 January	School Fair 24th January
1	University of Birmingham	✓
2	University College Birmingham	✓
3	BPP University	✓
4	Cardiff University	✓
5	Cardiff Metropolitan University	✓
6	De Monfort University	x
7	University of East Anglia	✓
8	University of Essex	✓
9	University of Exeter	✓
10	University of Glasgow	✓
11	Keele University	✓
12	University of Kent	✓
13	King's College London	✓
14	University of Leeds	✓
15	University of Leicester	✓
16	The London School of Economics and Political Science	x
17	UCL	✓
18	Loughborough University	✓
19	The University of Northampton	✓
20	Northumbria University	✓
21	The University of Nottingham	✓
22	Plymouth University	✓
23	University of Portsmouth	✓
24	University of Reading	✓
25	The Royal Agricultural University	✓

26	The University of Sheffield	✓
27	University of South Wales	✓
28	University of Southampton	✓
29	St. George's, University of London	✓
30	University of Surrey	✓
31	Swansea University	✓
32	Teesside University	✓
33	University of Warwick	✓
A	BIBD	x
B	CfBT Education Services Sdn Bhd	x
C	Higher Education Division, MoE	x
D	Scholarship Section, MoE	x